

Project Proposal Form

General pointers:

- Don't assume the person reading your proposal will know anything about your organisation or the area of need it will meet
- Explain not only acronyms but also any terms you use to explain what your project does or who it may support
- Be concise! Avoid long complex sentences. Use bullet points.
- Have someone proof read not only for spelling and typo's but also to ensure they understand your proposal. It is often useful to use someone who knows nothing about the project.

1.Project Title:	<ul style="list-style-type: none"> • A very brief title
1a.Organisation:	<ul style="list-style-type: none"> • The organisation that the project is part if different from above.
1b.What is the long term <u>Impact</u> of your project	<ul style="list-style-type: none"> • This should be a short paragraph or single sentence.
2.Organisational History, Mission, Vision and Structure	<ul style="list-style-type: none"> • What is your organisation? • What does it do? • How is it run? • Who is involved? • How will the project fit into it?
3.Project Background and need: See Evidencing the Need sheet for further help.	<ul style="list-style-type: none"> • Why is it needed? • Explain the need the problems and challenges your project addresses • Evidence for this – gather evidence from your own surveys, records etc. and from external reports etc. • Explain why you are doing this project and how it relates to the wider environment it takes place in such as what other organisations will you be working with • What gap is it filling? • Who are the stakeholders in delivering the project <p>NOTE: Ensure there is enough information to inform the reader.</p>
4.Project Benefits/Outcomes: See Outcomes Monitoring design Form for further help	<ul style="list-style-type: none"> • What is the aim of the project? (form one or two sentences) • What are the benefits your project will bring? • What is the outcome/impact it will make? • What change will have taken place? • What will be different?
5.Project <u>Objectives</u> or Activities	<ul style="list-style-type: none"> • List the specific objectives for the project that will help you achive the outcomes.. • How will you deliver the aims <p>NOTE: the objectives can be one line or more detailed text. Provide a clear statement of what you are trying to achieve and your targets</p>
6.Project Deliverables – <u>the outputs</u>:	What will you have delivered at the end of the project? e.g. <ul style="list-style-type: none"> • Numbers of activities delivered • Numbers of people involved • Number of things completed or created <p>NOTE: these are what you will have at the end of the project, e.g. a report, a building, improved service levels etc.</p>

<p>7.This project will include:</p> <ul style="list-style-type: none"> This section defines the boundaries of the project. 	<p>This project will not include:</p> <ul style="list-style-type: none"> Planning details should <u>not</u> be included at this stage. 		
<p>8.Success Criteria:</p> <p>See Planning for Impact sheet for further help in developing indicators.</p>	<p>What do you regard as success and how will you measure it.</p> <ul style="list-style-type: none"> What will success look like? How will you know it was successful? (What are the indicators)? Who will tell you if it was successful and how? (Surveys, case studies, feedback sheets etc.) What are the main things you want to evaluate? What information (monitoring) will help you do this? Who will record it and how? Who will analyse it and produce an evaluation? <p>NOTE: the success criteria must be measurable.</p>		
<p>9.Constraints/ Risks:</p>	<ul style="list-style-type: none"> Examples here can be specific (a skill which the project team must have) resources, or a deadline – What are the risks to the project and the organisation? Have you completed a risk assessment? What might cause the project to fail? <p>NOTE: only include time and money if you can quantify them.</p>		
<p>10.Key Assumptions:</p>	<p>The assumptions you are making in putting this document together.</p> <ul style="list-style-type: none"> Existing partnerships you may be using Existing resources being used (people/equipment) No-one else delivering the service Funding is secure for existing services to be delivered 		
<p>11.Project Management:</p>	<ul style="list-style-type: none"> How will the project be managed? Who will be undertaking this role? What reporting will be required? What authorisations will they have? i.e. spending limits. 		
<p>12.Project Board/Steering Group Members:</p>	<ul style="list-style-type: none"> Who fulfils these roles and what they do? How will they be involved? What authority will they have? <p>NOTE: may not be appropriate for <u>all</u> projects</p>	<p>Project Team Members:</p>	<ul style="list-style-type: none"> Existing roles/staff? New roles required? Paid or voluntary roles?

13. Budget A breakdown of all the resources required

Monetary costs:				Support in kind	
Item	Cost	Required	Raised	Item	Value
	Total cost of item	How much has to be raised for this item	How much has been already raised towards this item	List item and if possible give it a monetary value	
Total costs				Total value of in kind support	

Notes

Do not under-cost the proposal. Doing this will hamper your fundraising and the project will not be fully supported. Therefore ensure that:

- Every item that requires funding is included
- Each item has a realistic cost
- Inflation is accounted for. Different funders will have different systems for dealing with this, but you do not want to find that the price of something has increased significantly once you are ready to purchase it
- Administrative overheads associated with the project are included where possible. The organisation as a whole functions to make the project happen and the cost of running the organisation also has to be covered
- Publicity costs are included.

Possible Funders

Funder	Amount	Deadline	Funder	Amount	Deadline

Notes and assumptions

- VAT*– Some projects may have important VAT issues. Have you spoken to accounts to discuss these?

Start Date:		Completion Date:	
Signature of Project Manager:		Date:	
Approval from CEO or Finance Manager		Date:	

Supporting Guidelines for Project Proposal Form

1. **Project Title** sheet – include project title and name of voluntary organisation carrying out project.
2. **Organisational history**, mission, vision and structure – include a paragraph outlining the objectives of your group.
3. **Background and Need** – an analysis of the problem to be addressed, what would happen if it wasn't addressed and how will the problem be resolved. Describe the existing gaps and challenges and who will benefit from the project. Can you provide evidence that there is a need – what research have you carried out?
4. **Project Benefits and Outcomes** – describe specific benefits or outcomes of carrying out the project. For example 'People with learning disabilities will increase in self-confidence and self-esteem through volunteering in their local community'. – TRY TO USE WORDS THAT DENOTE CHANGE like *better, increased, reduced, improved*.
5. **Project Objectives or Activities** – Include a clear statement of what you are trying to achieve and provide targets. How will the project be implemented and what are the activities to be undertaken to achieve the outcome. These include the tasks, actions or services delivered – what will be done and how and when will it be done. Use words such as *to provide, run, organise or produce*.
6. **Project Deliverables**: this requires an explanation of what will be delivered at the end of the project. It may include a report, an improved environment or service – be specific about what you will be delivering.
7. **Boundaries**: this section should include the parameters of the project including: location of the project, number of people involved, project timescales, partnership working, general logistics.
8. **Success Criteria** – What are the main things you want to evaluate and what information will help you evaluate these. Think about who is going to record the information and how. What tools will be used for measuring the success of the project. For example, the Outcomes Star or the Rickter Scale. Another useful website is www.proveandimprove.org
9. **Constraints** – mention the constraints of the project – team resources, skills, timescales etc.
10. **Key Assumptions** – what are you assuming when writing this proposal? Other funding being available, staff and other resources.
11. **Project Manager** – who will carry out this role and what will be their role; what skills are required and do they have them?
12. **Project Board or Team Members** – include who will be in the team and general responsibilities
13. **Project budget** – provide an outline budget, use footnotes if necessary. See attached budget template

Other development sheets available: Planning for Impact; Evidencing the Need; Outcomes Monitoring design Form